

**USAG STUTTGART
CENTRAL PROCESSING FACILITY
JOINT OUT-PROCESSING QUESTIONNAIRE (AE REG 612-1)**

Data required by the Privacy Act of 1974

AUTHORITY: 5USC 552a

PRINCIPAL PURPOSE: To verify that an individual has obtained clearance from the Army Staff Agency or installation facilities and has accomplished his/her personal and official obligations.

ROUTINE USES: Used as appropriate, to process Central Processing Facility and if required to assist Finance, Personnel, Child and Youth Services Housing and Transportation.

DISCLOSURE AND EFFECT ON INDIVIDUAL: The disclosure of this information is voluntary. Failure to provide the information will result in a delay in your out-processing or clearing.

**Complete and return to the CPF @ usarmy.stuttgart.id-europe.mbx.cpf-out-processing@army.mil
30 days prior to your projected departure date**

Branch of Service: Army Air Force Navy Marines Coast Guard Civilian Other: _____

Male	Rank/Grade:	Last Name:	First Name:	MI:
Female				
SSN (Military) / DOD # (Civilian)		Preferred Email Address:	Secondary Email Address:	
Phone:		Command/Organization:	How many family members accompanied you here:	

Reason for Departure: PCS Retirement ETS/Separation Other (Specify)

Flight Date or Departure Date:	Remarks (Leave or TDY within last 30 days in country):
Supervisor Name:	Email:

I hereby acknowledge that I have viewed and understood the contents and requirements outlined in the USAG Stuttgart Permanent Change of Station (PCS) out-processing online briefing (AE Reg 612-1, 9 Jan '19). I authorize the CPF to send my clearance papers to the above email addresses.

Signature:	Date:
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MILITARY ONLY

1. Are you a Reservist, National Guardsman or Augmentee?	YES	NO
2. Are you a hand receipt holder?	YES	NO
3. Do you have a Sponsor at your next duty assignment?	YES	NO
4. Do you have an account with the Service Credit Union?	YES	NO
5. Do you have a Phone, Internet or TV connection through TKS?	YES	NO
6. Will you be transporting a pet to your next duty station?	YES	NO
7. Do you live in:	Family Housing	Off Post
		BEQ/BOQ or Barracks

FOR CPF USE ONLY

**Transportation Confirmation
MUST HAVE CPF STAMP**

Pre-Clearance:	Email Send:	Final-Out:
CPF Initials: (Hard Copy Only)	CPF Signature: (Electronic Copy Only)	
Orders #	Leave	Remarks